

Matt Blunt
Governor



Michael N. Keathley
Commissioner

State of Missouri
OFFICE OF ADMINISTRATION
Division of Accounting
570 Truman Building, 301 West High Street
Post Office Box 809
Jefferson City, Missouri 65102
(573) 751-2971
INTERNET: <http://www.oa.mo.gov/acct>
E-MAIL: acctmail@mail.mo.gov

Thomas J. Sadowski
Director

MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: April 25, 2006
RE: Vendor Input Form

The Vendor Input Form has been revised and is available on One-Form and on OA/Accounting's web site at www.oa.mo.gov/acct/ on the right side under Forms.

This form no longer requires agencies to complete Section B and the vendor can fax it directly to OA/Accounting at (573) 526-9813. This fax number is included at the top of the instructions for Section A.

When referring vendors to this form, please emphasize to the vendor to read Section A instructions carefully so that the form is completed accurately to avoid delay in processing.

Please ensure that all staff members have this revised form available to them for use and for assisting vendors. If you have any questions regarding the Vendor Input Form, please contact your Agency Customer Service Coordinator. Your Agency Customer Service Coordinator can contact OA/Accounting for assistance.